



CONFIDENTIALISED UNIT RECORD FILES (CURFS)

UNDERTAKING

Organisational access to CURFs

It is a requirement of Clause 7 of the *Statistics Determination 1983* under the *Census and Statistics Act 1905* that, prior to CURF release to an organisation, a Responsible Officer must undertake to ensure that the organisation will abide by the conditions of use of CURFs.

This Undertaking covers all members of the organisation and is required to be re-submitted annually by the Responsible Officer.

Who can be a Responsible Officer?

- For universities: a Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellor or University Registrar
- For government departments: a Secretary of Department, Head of Agency or equivalent, as agreed with the ABS.
- For private sector organisations: a person who has the same legal responsibility for the actions of the entity as a Departmental Secretary does for a Department. This will usually be someone with the status of CEO, Company Secretary or Managing Director.

Assistance

For advice on completing this Undertaking or about access to or use of CURFs, please contact the Director, ABS Microdata and Multidimensional data Access Strategies by email to microdata.access@abs.gov.au or by telephone (02) 6252 7639.

CONTACT DETAILS

Responsible Officer

Surname:

.....
.....

Title:
(e.g. Professor, Dr etc)

Given Name(s):

.....
.....

Organisation:

.....
.....

Division/Faculty:

.....
.....

Position:

.....
.....

(e.g. Vice-Chancellor, Secretary of Dept. or Head of Organisation etc)

Telephone: (.....).....

Email:

.....
.....

Address:

.....
.....
.....
.....
.....
.....

Contact Officer

Surname:

.....
.....

Title:
(e.g. Mr, Mrs, Dr etc)

Given name(s):

.....
.....

Organisation:

.....
.....

Division/Faculty:

.....
.....

Position:

.....
.....

(e.g. Director, Senior Researcher, Personal Assistant etc)

Telephone: Telephone: (.....).....

Email:

.....
.....

Street Address (for CD-ROM Delivery):

.....
.....

UNDERTAKING BY RESPONSIBLE OFFICER OF AN ORGANISATION

UNDERTAKING MADE PURSUANT TO CLAUSE 7 OF THE *STATISTICS DETERMINATION 1983* UNDER THE *CENSUS AND STATISTICS ACT 1905*

WHEREAS:

- (A) Subsection 13(1) of the *Census and Statistics Act 1905* provides for the Minister, by instrument in writing, to make determinations providing for and in relation to the disclosure, with the approval in writing of the Australian Statistician, of information included in a specified class of information furnished pursuant to the Act; and
- (B) Clause 7 of the *Statistics Determination* permits the Australian Statistician to approve the release of a file containing unidentified individual statistical records (.the information.) where the information is disclosed in a manner which is not likely to enable identification of the particular person or organisation to which it relates, and to specify conditions with respect to the disclosure of that information.

NOW, I

A Responsible Officer

of.....

.....
(Name of organisation)

HEREBY UNDERTAKE that this organisation will:

- not attempt to identify particular persons or organisations to which the information relates
- use the information only for statistical purposes
- not disclose, either directly or indirectly, the information to any other person or organisation
- not attempt to match, with or without using identifiers, the information with any other list of persons or organisations
- ensure that each person, prior to access to the information has been notified by the ABS that their individual access to the information has been approved.
- comply with ABS annual renewal requirements for Expanded CURFs
- for the purposes of conducting a compliance audit concerning the observance of the terms and conditions under which information is disclosed, allow the ABS officers, auditors or their nominated representatives access to all necessary documents and information.

In providing this Undertaking, I understand that a breach of the terms of this Undertaking may result in withdrawal of service for the organisation and/or individuals.

Further, any deliberate attempt to compromise the confidentiality of persons or organisations to which the information in these files relate may be prosecuted under subsection 19(3) of the *Census and Statistics Act 1905*.

Subsection 19(3) provides that a person who fails to comply with the terms and conditions specified in an undertaking is guilty of an indictable offence punishable on conviction of a fine of 120 penalty units (\$13,200) or imprisonment for 2 years or both.

Dated this day of 20.....

Signature:

Witnessed by:

Name of Witness:

Designation of Witness:

Please send the signed, completed *Undertaking* to:

The Assistant Director
Microdata and Multidimensional data Access Strategies Section
Australian Bureau of Statistics
Locked Bag 10
Belconnen ACT 2616

Or fax to (02) 6252 8132

ABS use only:

Date received:.....